



Are you a talented development professional who wants to work alongside passionate, mission-driven professional staff and volunteers to make California a safer and more vibrant place to live, work and play? We want to hear from you! Please send a resume and cover letter to mdowney@aarbf.org, ideally by October 22nd, but we will continue to accept applications until we find the right candidate.

Job Description

TITLE: Development Manager

REPORTS TO: Development Director

The Alisa Ann Ruch Burn Foundation (AARBF) is a non-profit 501(c)(3) state-wide organization dedicated to significantly reducing the number of burn injuries through prevention education, and enhancing the quality of life of those affected by burn injuries in California. Since 1971, AARBF has relied on a broad base of volunteer and donor support from firefighters, medical professionals and the community at large.

The Development Manager is responsible for managing all areas of AARBF's statewide fundraising and outreach efforts, including managing foundation, corporate, government and a portfolio of mid-level individual donors, leadership volunteers, third-party fundraising events, and agency communications and public relations.

SALARY RANGE: \$70,000.00+ DOE annually

ESSENTIAL JOB RESPONSIBILITIES:

1. Manage the development of the philanthropic resources of AARBF with the objective of increasing revenues and organizational capacity to strengthen and expand programs and services.
2. Build relationships with individual donors and third-party special event volunteer leaders by ensuring that they are appropriately stewarded and supported, and document relevant notes and contact information in the AARBF Salesforce database.
3. Manage and assist with development and execution of third-party fundraising events, with the expectation of increasing net revenue from these events and fundraisers, leveraging volunteer and staff support.
4. Regularly engage in the identification, qualification, cultivation, solicitation and stewardship of current and prospective donors.
5. Assist with the preparation of the organization's development plan, including the annual

development calendar, and enlist support from members of staff, the Board of Directors and volunteers to achieve these goals.

6. Assist with the preparation and management of a departmental budget; projecting, and achieving goals for both revenue and expenses.
7. Engage and coordinate with the Executive Director, Board of Directors, AARBF staff and others in efforts to engage donors and increase philanthropic revenue for AARBF. Staff board committees (such as the Development Committee) and event-related committees as needed.
8. Act as a professional representative for AARBF at special community events.
9. Act as a liaison and spokesperson for the Alisa Ann Ruch Burn Foundation to volunteer/auxiliary groups and community groups.
10. Create and run reports in the Salesforce database. Accurately enter, maintain and manage donor, volunteer and development activities in the Salesforce database to ensure proper recognition and accurate tracking. Generate and send gift acknowledgements in a timely manner.
11. Draft written correspondence with donors, event hosts, community partners and foundations.
12. Ability to analyze and solve problems, and make decisions without close supervision.

SECONDARY JOB RESPONSIBILITIES:

1. Create relevant, informational, and compelling development and fundraising content for AARBF communication and outreach efforts, including social media sites (Facebook, Twitter, etc.), agency website, press releases, newsletters, Quarterly Appeals, marketing materials and other correspondence with donors, volunteers, media and public.
2. Available to Development Director and Executive Director for projects or research services.
3. Organize, order and track Development Department office supplies.
4. Prepare and deliver deposits of checks received.
5. Meet regularly with and provide reports and statistics related to current work activity to Development Director.
6. Maintain and provide accurate records of petty cash, expense reports, mileage, check requests, vacation and sick time requests.
7. Other duties as assigned.

PHYSICAL DEMANDS:

1. Have an adequate range of body motion and mobility to work in an office or outdoor environment including standing and walking (even and uneven surfaces), sitting for extended periods of time, bending, twisting, reaching, balancing and occasional carrying and lifting up to 20 pounds.
2. Requires talking: Expressing or exchanging ideas by means of the spoken word. Talking for the professional purpose of imparting oral information to donors, employees, community partners and volunteers.
3. Requires the ability to utilize computer and telephone systems, which includes the coordination of eye and hand and fine manipulation by the hands and fingers for typing, writing and working with files.

EQUIPMENT REQUIRED(Provided by AARBF):

1. Desk or Workstation
2. Desktop or Laptop Computer
3. Access to Computer Printer
4. Access to Office copier/scanner/fax
5. Telephone
6. Office Keys

QUALIFICATIONS REQUIRED:

1. Bachelor's degree, preferably in Marketing, Communications, Business, Social Services.
2. 2-5 years of work experience in a nonprofit or office work environment. Management experience a plus.
3. Ability to successfully complete and maintain a Criminal Record Clearance, Child Abuse Index Clearance, FBI and TB Clearance.
4. Strong oral and written communication skills and computer competency required.
5. Computer skills necessary to complete assigned job tasks.
6. Ability to interface effectively with clients, staff, volunteers, consultants, and vendors while maintaining the level of professionalism and confidentiality required of this position.
7. Ability to perform work-related driving. Must maintain an acceptable motor vehicle record, valid California Driver's License and vehicle liability insurance. Must maintain personal vehicle(s) in accordance with agency's safety inspection.
8. Willingness to travel throughout the state of California for fundraising events, conferences, survivor services events, trainings, speaking engagements, etc. Expenses and mileage are reimbursed.
9. This is an exempt salary position. Regular office hours for AARBF are typically Mon – Fri 8:00am – 5:00pm, but additional hours may be required. Availability for occasional weekend, evening and multi-day events is required.

QUALIFICATIONS DESIRED:

1. A dynamic, high energy work style that works well within a variety of settings and is a self-starting, motivated leader who can effectively bring people together.
2. Bilingual (Spanish) a plus.
3. We welcome those who have life experience with burn injuries or are burn survivors.